**Procedure for a Chartering Ceremony and for Installation of Officers**

**Chartering Ceremony**

After the Board of Directors has approved a group for affiliation with the Tau Alpha Pi National Honor Society and granted the group a charter, the new chapter should conduct Chartering Ceremonies consisting of two parts, as outlined on the following pages: namely, (a) the installation of the officers of the local chapter, and (b) the induction of the charter members.

**Installation of Officers**

Officers of a new chapter shall be installed in their offices prior to the induction of the charter members of the chapter. This necessitates that the chapter have held at least one meeting before the date set for chartering ceremonies so that officers may be elected.

Officers of an already established chapter shall be installed at any convenient time after their election.

The installation of the officers of a new chapter may be held at the same meeting at which the remainder of the chartering ceremony is to occur; if this is to be the case, installation of the officers should be the first order of business. The installation may be scheduled, however, for a separate time and date at the discretion of the installing officer and the local chapter.

Officers of an affiliate chapter shall be installed by a member of the Board of Directors of the Society, an officer of some already established Chapter, or by an agent specially designated by the Board of Directors.

At the time of their installation, the new officers of a local chapter shall stand before the installing officer, raise their right hands, and in unison swear (or affirm) the following:

“I, \_\_\_(name)\_\_\_\_, do solemnly swear (or affirm) that I willingly accept the responsibilities of my office of \_\_\_(name of the office)\_\_\_ of the \_\_\_(chapter designation)\_\_\_ Chapter of Tau Alpha Pi; that I shall earnestly strive to discharge the responsibilities of my office in an honorable manner; that I shall diligently perform the duties of my office in such a way that I reflect credit on the \_\_\_(chapter designation)\_\_\_ Chapter of Tau Alpha Pi and on the National Society; that I shall faithfully instruct all members inducted into the Society in its solemn purpose and in the responsibilities they assumed by becoming members; that shall never reveal any of the elements of secrecy of the Society entrusted to me, except to the extent that I may assist to instruct other members of the Society in these matters.”